### **Employee Post-Travel Disclosure of Travel Expenses**

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUPLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2019 MAY 22 PM 2: 39

☐ A <u>copy</u> of the <i>Priva</i>	te sponsor Travet Ce. United Nation	rtification Form with all s Foundation	attachments (Itinerar	y, invitee list, etc.)
• • • • • • • • • • • • • • • • • • • •	t all):			
ravel date(s):	2019	····	<u> </u>	
• •	g family member (if a	ny):		
Relationship to Travele	er:   Spouse	Child		
		EASE DUE TO THE ACC EXPENSES. (Attach addit		SE OR DEPENDENT CHILD, C
Expenses for Employ	ee:	·		· · · · · · · · · · · · · · · · · · ·
	Transportation Expenses	Lodging Expenses .	Meal Expenses	Other Expenses (Amount & Description)
☑ Good Faith Estimate	\$250	\$253	\$114	\$20 UN tour fee
			i I	
☐ Actual Amount				
☐ Actual Amount	oanying Spouse or De	pendent Child (if applie	able):	
☐ Actual Amount	canying Spouse or De Transportation Expenses	pendent Child (if application Lodging Expenses	able):  Meal Expenses	Other Expenses (Amount & Description)
☐ Actual Amount	Transportation		<del>,</del>	
☐ Actual Amount  Expenses for Accomp  ☐ Good Faith	Transportation		<del>,</del>	
☐ Actual Amount  Expenses for Accomp  ☐ Good Faith Estimate ☐ Actual Amount  Provide a description	Transportation Expenses  of all meetings and ev	Lodging Expenses	e Rule 35.2(c)(6). (A	
☐ Actual Amount  Expenses for Accomp  ☐ Good Faith Estimate ☐ Actual Amount  Provide a description	Transportation Expenses  of all meetings and ev	Lodging Expenses  vents attended. See Senat	e Rule 35.2(c)(6). (A	(Amount & Description)
☐ Actual Amount  Expenses for Accomp  ☐ Good Faith Estimate ☐ Actual Amount  Provide a description	Transportation Expenses  of all meetings and ev	Lodging Expenses  vents attended. See Senat	e Rule 35.2(c)(6). (A	(Amount & Description)
☐ Actual Amount  Expenses for Accomp  ☐ Good Faith Estimate ☐ Actual Amount  Provide a description	Transportation Expenses  of all meetings and ev	Lodging Expenses  vents attended. See Senat	e Rule 35.2(c)(6). (A	(Amount & Description)

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/22/19 (Date) (Signature of Supervising Senator/Officer)

# EMPLOYEE PRE-TRAVEL AUTHORIZATION

EMPLOIE INE-IICA DE 110 110	1
Complete and submit th	nis form at least 30 days
Pre-Travel Filing Instructions: Complete and submit the	so on Ethics in SH-220.
orior to the travel departure date to the Select Committee	dered or approved This
Incomplete and late travel submissions will <u>not</u> be considered	the Committee's website
form must be typed and is available as a fillable PDF on t	ne Commuce a website
at ethics.senate.gov. Retain a copy of your entire pre-tra	ver submission for your
required post-travel disclosure.	
	Matthew Duss
Name of Traveler:	
	Senator Bernie Sanders
Employing Office/Committee:	
United Nations Foundati Private Sponsor(s) (list all):	on
Private Sponsor(s) (list all):	
May 2, 3 2019  Travel date(s):  Note: If you plan to extend the trip for any reason	
Travel date(s):	· ····································
Note: If you plan to extend the trip for any reason	n you <u>must</u> notify the Committee.
New York Clty Destination(s):	
Explain how this trip is specifically connected to the trav	eler's official or representational duties.
The trip will involve a detailed exploration of the United Natio	ns' peacekeeping and humanitarian aid work, which is directly related
to my work as foreign policy advisor for Senator Sanders.	
Name of accompanying family member (if any):	
Relationship to Employee: Spouse Child	
Relationship to Employee:	
I certify that the information contained in this form is tru	se complete and correct to the best of my knowledge:
I certify that the information contained in this form is the	ic, complete that a second
/ i	
4/2/19	
——————————————————————————————————————	(Signature of Employee)
(Date)	
TO BE COMBLETED BY SUPERVISING SENATOR/OFFI	ICER (President of the Senate, Secretary of the Senate, Sergeant at Arms,
Secretary for the Majority, Secretary for the Minority, and Ch	Iaulaiii).
Remard Sanders	
nere	eby authorize
(Print Senator's/Officer's Name)	(Print Traveler's Name)
an applicate under my direct supervision, to accept pay	ment or reimbursement for necessary transportation, lodging, and
all elliployee under my direct superior described above.	I have determined that this travel is in connection with his or her
related expenses for travel to the event described above.	not create the appearance that he or she is using public office for
duties as a Senate employee or an officeholder, and will	not create the appearance that he or she is using public office for
private gain.	
•	
I have also determined that the attendance of the employ	yee's spouse or child is appropriate to assist in the representation
I Have also determined that the attendance of the first	- — — — — — — — — — — — — — — — — — — —
of the Senate. (signify "yes" by checking box)	
/ /	Buf Sanders
4/2/19	
——————————————————————————————————————	(Signature of Supervising Senator/Officer)
. 1//	Form RE-1

(Revised 10/19/15)

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Date/Time Stamp:

## UNITED NATIONS FOUNDATION

#### **AGENDA FOR:**

**United Nations Foundation's** Congressional Staff Learning Trip to UN Headquarters May 2-3, 2019

#### Thursday, May 2, 2019

Thursday, May 2, 201	
3:25 PM - 6:56 PM	Depart Washington, D.C. via Amtrak Northeast Regional# 134 Union Station
6:56 PM - 7:30 PM	Transfer to EVEN Hotels New York - Midtown East
7:30 PM -7:45 PM	Check in at EVEN Hotels New York - Midtown East and Prepare for Dinner 221 E 44th St, New York, NY 10017
7:45 PM - 8:00 PM	Transfer to Osteria Laguna Restaurant for Dinner 209 42nd St, New York, NY 10017
8:00 PM - 9:30 PM	Working Dinner with Delegation Participants and Briefing the Office for the Coordination of Humanitarian Affairs (OCHA), the United Nations Development Programme (UNDP) and Members of the Business Council for the United Nations (BCUN).
	- Ms. Melanie Hauenstein Regional Advisor in UNDPs Arab States Bureau, Mr. George Khoury, Middle East Division Director (OCHA) Mr. Daniel Schwartz, Director, Global Policy Affairs (MasterCard) Ms. Michele Malejki, Global Head of Strategic Programs for Corporate

Osteria Laguna Restaurant, 209 E 42nd St, New York, NY 10017

Sustainability (HP, Inc.)

Briefing Focus: Explore the challenges for securing access, safe distribution comidors and providing protection for humanitarian workers while maintaining operational independence amid ongoing conflict in Yemen. Discuss the role of humanitarian and private sector partnerships in bringing innovation, new technologies and optimizing humanitarian response.

Friday, May 3, 2019	
7:30 AM – 7:45 AM	Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations  EVEN Hotels New York - Midtown East, 221 E 44th St, New York, NY 10017
7:45 AM - 8:00 AM	Transfer to the U.S. Mission to the United Nations
8:00 AM - 9:15 AM	Working Breakfast and Briefing by the U.S. Mission to the United Nations U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017
	Briefing Focus: To discuss the humanitarian crisis in Yemen and efforts by U.SUN to mitigate this conflict.
9:15 AM - 9:45 AM	Transfer to the United Nations Headquarters

# UNITED NATIONS FOUNDATION

9:45 AM - 10:30 AM

Briefing by Mr. Gresham Barrett, Sr. Director DC Office World Food Programme

(WFP)

Location: UNHQ CR-A

Briefing Focus: To discuss WFPs operations overall, including hotspots, and their work in

Yemen.

10:30 AM - 11:15 AM

Briefing by Mr. Andrew Gilmour, Assistant Secretary-General for Human Rights, United Nations Office of the High Commissioner for Human Rights (OHCHR)

Location: UNHQ CR-A

Briefing Focus: Provide overview of the Office of the UN High Commissioner's work and priorities for 2019 and discuss the High-Commissioners efforts to secure and advocate

for the human rights of affected civilians in the Yemen conflict.

11:15 AM - 11:20 AM

Break

11:20 AM - 12:05 PM

Briefing by Mr. Stewart Simonson, Assistant Director-General, WHO's office at the United Nations in New York, Ms. Ann Erb Leoncavallo, Humanitarian Specialist, United Nations Population Agency (UNFPA)

Location: UNHQ CR-A

Briefing Focus: Discuss the ongoing health crisis in Yemen, its impact in the overall humanitarian situation and the UN's efforts to provide treatment amid challenges.

12:05 PM - 12:20 PM

Transfer to UN Guided Tour

12:20 PM - 1:20 PM

United Nations Guided Tour and Briefing

UNHQ

Briefing Focus: UN expert-led tour including in-depth daily briefing, historic overview, and chamber-specific briefings on the UN Security Council, UN General Assembly, Economic and Social Council, and Trusteeship Council.

1:20 PM - 1:30 PM

Transfer to Private Dining Room

1:30 PM - 2:30 PM

Lunch Briefing by and Mr. Darko Mocibob, UN Departments of Political/Peacebuilding Affairs and Peace Operations (DPPA-DPO)

Location: UNHQ Private Dining Room 1-3

Briefing Focus: Discuss the UN's ongoing programs to mediate the conflict in Yemen, including the ongoing operationalization of Security Council actions and resolutions.

2:30 PM - 2:45 PM

Depart United Nations Headquarters for New York Penn Station

2:45 PM - 3:35 PM

**Transit to New York Penn Station** 

3:35 PM - 7:07 PM

Depart NYC via Amtrak Northeast Regional #173

New York Penn Station

### Answer to Question 5

## Senate Invitee List for United Nations Foundation Congressional Staff Learning Trip to the United Nations Thursday, May 2, 2019 – Friday, May 3, 2019

The following staff have been invited to participate in this learning trip to United Nations Headquarters in New York because they work on issues related to UN funding, international affairs, foreign policy, national security, global health, humanitarian assistance, and related topics.

- Afreen Akhter, Foreign Policy Legislative Assistant, Sen. Chris Van Hollen (D-MD)
- Katie Peake, Foreign Policy Legislative Assistant, Sen. Richard Shelby (R-AL)
- Matthew Duss, Foreign Policy Legislative Assistant, Sen. Bernie Sanders (I-VT)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

	Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
	UN Foundation Congressional Staff Learning Trip to the United Nations  Description of the trip:
	Dates of travel:
	Place of travel: New York, NY
	Name and title of Senate invitees: Please see attached.
•	I certify that the trip fits one of the following categories:  (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  - OR -
	☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
	<ul> <li>I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.</li> </ul>
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
3.	I certify that:  The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign princip except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9)

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of traver time and one-day event
	<ul> <li>(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).</li> </ul>
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	The the role of each sponsor in organizing and conducting the trip:
14.	UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.
	UNF handles all outreach to to congressional offices and is the contact for planning purposes.
	UNF nandles all outreach to to congression
13	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.SUN
	relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part
	in meetings with UN officials to learn more about the UN's response to the humanitarian crisis in Yemen.
14	I. Briefly describe each sponsor's prior history of sponsoring congressional trips:
	UNF regularly sponsors a mix of domestic and international congressional trips focused on UN issues.
	Between 2011 and 2018, for example, UNF organized staff/Member trips to Atlanta, New York, Tanzania,
	Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, the Central African Republic and Mali.

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	JNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.					
businesses, NGC	s, and the general public or	ancing American interests abroad.				
			<u> </u>			
Total Expenses for	otal Expenses for Each Participant:					
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses		
✓ Good Faith estimate	\$250.00 Round-trip train fare from Washington DC to New York and shuttle bus from NY Penn Station to	\$253.00 One night hotel stay	\$114.00 \$57.00 Dinner, \$20.00 Breakfast, \$37.00 Lunch	\$20.00 Fee for UN Guided tour and Lecture Briefing		
Amounts	Even Hotel, and UN to NY Penn		`			
participation or longressional pa	the trip involves an event the trip involves an event the trip involves an event rticipation:	that is arranged or c	rganized specifically	viini reguna to		
participation or leading congressional participation.  The trip involves	the trip involves an event the	that is arranged or c	rganized specifically	viini regura to		
participation or leading congressional participation.	the trip involves an event the trip involves an event rticipation:  an event that is arranged or	that is arranged or or organized specification	rganized specifically	viini regura to		
participation or leading congressional participation.  The trip involves participation.  Reason for selections	the trip involves an event the trip involves an event ricipation:  an event that is arranged conting the location of the event	that is arranged or correction or trip	ally with regard to cong	gressional		
participation or leading congressional participation.  The trip involves participation.  Reason for selections	the trip involves an event the trip involves an event rticipation:  an event that is arranged or	that is arranged or correction or trip	ally with regard to cong	gressional		
participation or leading congressional participation.  The trip involves participation.  Reason for selection trip will bring the congressional participation.	the trip involves an event the trip involves an event ricipation:  an event that is arranged of the location of the event g participants to the UN He	that is arranged or correction or ganized specification trip adquarters, which is	ally with regard to cong	gressional		
participation or leading congressional participation.  The trip involves participation.  Reason for selection will brime.  Name and location.	the trip involves an event the trip involves an event ricipation:  an event that is arranged of the every granticipants to the UN Helphon of hotel or other lodging	that is arranged or correction or ganized specification trip adquarters, which is	ally with regard to cong	gressional		
participation or leading congressional participation.  The trip involves participation.  Reason for select This trip will bring.  Name and location EVEN Hotel NY	the trip involves an event the trip involves an event ricipation:  an event that is arranged of the every granticipants to the UN Heren on of hotel or other lodging -Midtown East	that is arranged or correct or organized specification of trip adquarters, which is facility:	ally with regard to cong	gressional		
participation or leading congressional participation.  The trip involves participation.  Reason for select This trip will bring.  Name and location EVEN Hotel NY 221 East 44th Select Congressional participation.	the trip involves an event the trip involves an event ricipation:  an event that is arranged of the every granticipants to the UN Heren on of hotel or other lodging -Midtown East  treet, New York, NY 10017	that is arranged or correction or trip adquarters, which is facility:	ally with regard to cong	gressional		
participation or leading congressional participation.  The trip involves participation.  Reason for select This trip will bring will bring.  Name and location EVEN Hotel NY 221 East 44th Service Reason(s) for service Rea	the trip involves an event the trip involves an event ricipation:  an event that is arranged of the every granticipants to the UN Heren on of hotel or other lodging -Midtown East	that is arranged or control or organized specification of trip adquarters, which is a facility:	located in New York,	pressional NY.		

	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	Both lodging and meal expenses will be equal to the GSA per diem rate.
•	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	Round-trip transportation between Washington DC and NY will be on Amtrak Coach. Shuttle buses to
	and from NY Penn Station and the hotel will be provided.
	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
١.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
	None
5.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor):
	Signature of Travel Sponsor:
	Name and Title: Peter Yeo, Senior Vice President
	Name of Organization:
	1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006 Address:
	Address:(646) 559-6980 Ask for Troy Wolfe
	Telephone Number:(646) 559-6980 Ask for Troy Wolfe
	Fax Number:
	E-mail Address: twolfe@unausa.org

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# UNITED NATIONS FOUNDATION

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Andrew Young USA March 15, 2019

Mr. Matthew Duss Office of Sen. Bernie Sanders Washington, DC 20510

Dear Matthew,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in a learning trip to United Nations Headquarters in New York on Thursday, May 2- Friday, May 3, 2019.

If you are unfamiliar, the UN Foundation is a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, offering an opportunity to learn about the UN firsthand and ask questions about a wide range of policy initiatives.

This upcoming trip will be a detailed exploration of the UN's ongoing work in Yemen, allowing you to meet with humanitarian, development, human rights, and mediation experts that are helping lead the international community's response to this catastrophic, man-made crisis.

The basic format of the trip is as follows: the delegation will take Amtrak to New York on Thursday afternoon for a working dinner with a UN speaker. On Friday, we will participate in a series of meetings at UN Headquarters, where we will be briefed by senior officials from an assortment of UN agencies such as WFP, UNICEF, UNHCR, and the UN Department of Political and Peacebuilding Affairs. We will then close the day with a working lunch with one last speaker, after which you will depart for DC on an afternoon train.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all House/Senate ethics guidelines.

We hope you will take this opportunity to learn more about the UN's work in Yemen and look forward to your reply.

Peter Yeo

Senior Vice President